

PLANNING DEPARTMENT

MEMO

DATE: December 28, 2000

TO: Honorable Mayor and City Council Members

THROUGH: George Purefoy, City Manager

FROM: John Lettelleir, A.I.C.P. Director of Planning

RE: Architectural Services for Space Master Planning for Future Space and Facilities

xc: Richard Abernathy, City Attorney

Attached is the contract with Brinkley Sargent Architects regarding architectural services for space master planning for future municipal space and facilities. City Council had asked Mr. Purefoy to obtain professional services regarding this subject.

The proposed contract calls for stakeholder meetings with the Mayor, City Council members, Administration, Department Heads and selected City employees and the public to assist in identifying future needs.

This project is subdivided into four tasks. The first task involves an inventory and audit of our current facilities. The second task deals with identifying departments needs. The second task includes a public workshop with City Council to review the findings from the first two tasks. The consultant will modify the report as directed based on comments received from the public workshop.

The third task deals with developing a strategy, with a budget, to meet the needs identified in the second task. A second public workshop with City Council is included to review the strategy report. The consultant will modify the report as directed by City Council.

The final report is to be presented to City Council on June 19, 2001.

The contract includes a penalty provision, Article 3.8. This specifies that the Consultant shall be penalized \$2,000.00 per week or portion thereof for each week late after June 19, 2001.

The total contract is \$95,700.00. This includes a maximum of \$4,000.00 for reimbursable.

The City Attorney has reviewed this contract.

If you have any questions, please call George Purefoy or myself.

CITY OF FRISCO, TEXAS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRISCO, TEXAS
HEREBY AUTHORIZING THE CITY MANAGER OF THE CITY OF FRISCO, TEXAS
TO EXECUTE AN AGREEMENT FOR ARCHITECTURAL SERVICES FOR SPACE
MASTER PLANNING FOR FUTURE SPACE AND FACILITIES BY AN BETWEEN
CITY OF FRISCO AND BRINKLEY SARGENT ARCHITECTS (CONSULTANT)

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
FRISCO, TEXAS:

SECTION 1: The City Manager of the City of Frisco, Texas, is hereby authorized to
execute, on behalf of the City Council of the City of Frisco, Texas, an Agreement
for architectural services for space master planning for future space and facilities
by an between City of Frisco and Brinkley Sargent Architects (Consultant), which is
attached hereto and incorporated herein for all purposes.

SECTION 2: This Resolution shall take effect immediately upon its passage.

RESOLVED THIS the _____ day of _____ 2001.

Kathleen A. Seei, Mayor

ATTEST TO:

Nan Parker, City Secretary